

**Attendees:**

**Committee Members:**

Tracey Stern - Chair	Present
Bill Haines – Vice Chair	Present
Chad Buffel	Present
John Feeney	Present
Gavin Lee	Present
Andrew Branion	Present
Elaine Wright	Present
Sandra Lau	Absent

**Guests, Presenters and Observers:**

Andrew Munn – Head of Benchmark Solutions	Present
Harri Vikstedt – Bank of Canada	Present
Andre Craig – CanDeal	Present
Andre Langevin – CanDeal	Present
Michael Clayton – CanDeal	Present
Saman Aria – CanDeal	Present
Ruxandra Smith - CanDeal	Present
Carol Elmalem - CanDeal	Present
Gavin Morris - TMX	Present
Jody Nguyen - TMX	Absent

**Quorum**

The Chair confirmed quorum.

**1. Agenda**

Agenda was approved as presented.

**2. New Committee Member**

New Oversight Committee member, Sandra Lau, was announced

**3. Conflicts of Interest Declarations**

No additional conflict of interest declarations were raised.

**4. Motion to approve prior meeting minutes**

Approved.

**5. Action Items from previous meeting**



- The Administrator will consider adding wording to the methodology to indicate that rates may reflect extreme market volatility (e.g. due to COVID) and not a breakdown of the methodology.

## **6. Benchmark Administration and Regulatory Update**

- The Administrator provided the following updates:
  - Recent code release and future roadmap items
  - Updates to the Incident Management Policy and Procedures document
  - Updates to agreements

## **7. Surveillance and Monitoring Updates**

- The Administrator provided an update on SLA's

## **8. Annual Reviews**

- An in depth review of the methodology was conducted and non-significant changes recommended. The Oversight Committee had no concerns.
- The methodology will also clarify that where a data quality issue is identified and confirmed Level 2 rates will be published

## **9. Governance Update:**

- The Annual Compliance Officer review report will be presented to the Board
- Annual review of OSC and AMF Undertakings and Oversight Committee mandate were completed

## **10. Final Questions or Comments:**

No further questions or comments

The meeting ended at 11:30am EST